

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SUPERVISOR RECREATIONAL LANDSCAPING TRUSTEE		<b>Date:</b> 01/13/99
<b>Position Level:</b> 9	<b>FLSA Status:</b> Non-Exempt	<b>Class Code:</b> 9-22

### GENERAL DESCRIPTION

Responsible for coordinating and scheduling maintenance of all Monroe County Recreational Facilities, and for overseeing the Trustee Program Assistant Specialists. Coordinate all public trustee assignments, schedule maintenance and landscape projects and plan and operate a County-wide playground safety inspection.

### KEY RESPONSIBILITIES

1. \* Supervises and coordinates maintenance functions for parks/beaches in all areas of the Florida Keys.
2. Schedules and monitors maintenance staff in fulfilling all maintenance requirements.
3. \* Coordinates and is responsible for all public trustee assignments.
4. Schedules maintenance and landscape projects.
5. \* Plans and administers the County-wide playground safety inspections/inspects playground/safety repairs.
6. Administers and maintains safety inspection reports/documentation. Coordinates with Safety Department.
7. Issue work orders for corrective action/eliminate safety hazards.
8. Assist department director in order to achieve maximum productivity through planning.
9. \* Maintains records, timesheets, annual leave, sick leave/counsels staff to prevent abuse of leave privileges.
10. Submits recommendations for acquisition of equipment.
11. Evaluate employees.
12. Coordinates and is responsible for all inmate trustee assignments.
13. \* Supervises the Trustee Assistant Specialists, oversees performance and provides/recommends any disciplinary actions and evaluations of the work crew.
14. Provides and completes reports.
15. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
16. Comply with the guidelines for the use of Jail Trustees.
17. Attends training as deemed necessary in dealing with inmates and protocol.
18. \*Provides Trustee Coordination Training and Monroe County Sheriff's Department Inmate Protocol.
19. Provides Trustee assignments.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPV, REC LANDSCAPING/TRST PRG	<b>Class Code:</b> 9-22	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship.
<i>Experience:</i>	3-5 years of experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized mater. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Typically sitting at a desk or table; Regular exposure to moving machinery and/or vehicles' Light lifting or carrying 25lbs or less; Requires good hearing, near or distant vision; Requires distinguishing colors and/or depth perception.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Commercial Driver's License Class B. Previous experience with the County as an Assistant Specialist, Trustee Program, Landscaping Foreman, Landscaping Specialist, or Building Maintenance Specialist is preferred.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

